Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Interim Head of Organisational Development
Job Reference	SH0000
Service	Human Resources & Organisation Development
Team	OD
Location	Shute End/Homeworking
Reports to	Service Director, Corporate Services
Responsible for	Up to 2 OD Business Partners (1 Permanent and 1 FTC) 1 Apprenticeship Co-ordinator 1 Administrator
Grade	SM1
Contract Type	Fixed Term Contract up until 31st March 2027
Hours	Full-Time

Main Accountabilities	
1.	Lead, coach, develop, and manage the OD team to ensure high-quality work aligned with organisational development principles to support the delivery of the council's key priorities such as the Council Plan, People Strategy and Values and Behaviours.
2.	Review, co-produce and provide support to embed the cultural change required to support delivery of the strategies and lead on transformation programme identified within the OD programme of change.
3.	Identify and address gaps in workforce planning and develop solutions and initiatives (including succession planning, talent management, team development tools, coaching and mentoring, leadership and management, apprenticeships) to overcome any shortfall to enable effective and efficient service delivery and support the transition of this into business as usual.
4.	Conduct needs assessments to identify gaps in organisational and leadership behaviours, then develop and implement targeted interventions to address those gaps. Deliver organisational development solutions, including coaching, facilitation, high-energy workshops, and advisory support for teams to identify tailored solutions.
5.	Lead on identifying the Council's resourcing needs such as induction, work experience and develop talent solutions to ensure the Council has trained staff in the right place at the right time.
6.	Assess the impact of organisational development and design across processes, behaviours, attitudes, systems, culture, communication, and ways of working. Identify opportunities to add value through innovative people solutions.
7.	Deliver and effective performance development system for the Council, aligned to the values and behaviours.
8.	Develop and embed the training across the Council, which also includes Equality, Diversity and Inclusion that supports our continued aim being a diverse workforce.

9.	Co-lead on the annual staff survey and the results that come from identifying themes, trends and ensuring that the workforce are involved in this
10.	Develop and embed a learning culture and the implementation and review of mandatory training, corporate training offers and other training requirements across the Council.
11.	Oversee the provision of the Council's learning management system, which will include commissioning and contract management and be a joint lead for the procurement of a new system that ensures full monitoring of the learning of the workforce. This will include evaluation and review of the modules within the learning management system and ensuring best practice and for purpose.

Person Specification	Essential	Desirable
Education/Qualifications	Educated to degree level in a relevant professional field such as Human Resources, Organisational Development, psychology or equivalent by experience.	
	Evidence of continuing professional development and expert knowledge in relevant professional area, such as CIPD qualified or other post graduate qualification in human resources.	
	Membership of the relevant membership body - CIPD	
Experience	Experience of leading and managing a team of professionals	Experience of working within a local government setting
	Demonstrable experience of managing complex cultural, systems, process, and behavioural change	
	Demonstrable experience of developing capability, mitigating risks, and delivering results	
	Experience of contract management and the procurement of learning management systems	
	Leadership experience, with the ability to coach and mentor staff to deliver positive outcomes	
	Experience of working with senior stakeholders and multiple disciplines within a large complex setting	
	Extensive experience of using external insight, internal data, and professional judgement to support, implement and assess the impact of people strategy, frameworks, tools, and solutions aligned to organisational strategy and business plans to deliver tangible outcomes, enable data driven decision making and drive continuous improvement in a complex organisation.	

	Project management experience that supports the successful delivery of programmes of change	
Skills/Knowledge	Demonstrable knowledge of the critical factors in planning change and practical experience of applying project and programme management approaches with the ability to identify risks and create mitigation plans.	
Behaviours/Attributes	Relationship management, with proven ability to develop strong, mutually beneficial relationships with external and internal networks and stakeholders.	

Purpose Details	
Service Purpose	Through the people professionals who work within it, the HR & OD function helps the Council deliver its corporate strategy and objectives by effectively recruiting and developing people, as well as managing the whole employee lifecycle. It provides support in all aspects of people management within a legislative framework, working with managers to embed people-related practices which enable continuous service delivery to our communities, including reward, retention, wellbeing, performance management and professional development.
Role Purpose	The role will report into the Service Director for Corporate Services and work with the Head of HR and OD during a significant period of transformation. The role support the delivery plan on the People Strategy to include tools, and interventions to help WBC achieve its strategic ambitions and embody its values. This includes maintaining high professional standards, fostering ethical behaviors, and delivering comprehensive, transformative interventions that drive change and ensure successful implementation and sustainability. The role will be critical to overseeing the OD programme and being responsible for the programme being delivered through the OD Business Partners and Officers. These programmes may cover organisational culture, performance management, leadership development.

Management and Relationships	
Reports to	Service Director Corporate Services
Manage	Manage of up to 2 OD Business Partners (1 permanent and up to 1 fixed term) 1 Apprenticeship Co-ordinator 1 Administrator
Contacts	Key relationships will be Head of HR and OD and other aspects of the HR team. Also the Service Director Customer and Change and the Head of Customer Experience and Change

Resources/Budget Management
Budget – will oversee the Council's corporate training budget which is circa £100k

Special Requirements
N/A

Nature of the Role	Details
Work Environment Details	Smart Working

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	April 2025
Evaluated by:	Nargis Phagura

Job Description	
Approval Date	April 2025
Completed by:	Louise Livingston / Sally Halliwell